

Town of Rowe
Board of Selectmen – Minutes
Thursday, February 6, 2020 – 5:30 pm
Rowe Town Hall - Hearing Room 1

Call to Order: The meeting was called to order by Vice-Chair Morse at 5:30 p.m.

Announcement of recording devices: one recording devices

Present: Chair Chuck Sokol, Vice-Chair Morse, Ed Silva, Selectman and Executive Secretary Janice Boudreau

Audience: Finance Committee: Loretta Dionne, C. Selmi Hyytinen, Laurie Pike, and Wayne Zavotka, Chair (participating via remote)

Treasurer: Beverly Cooper

Citizens: Paul McLatchy III, Joanne Semanie

- I. 02/06/20 Agenda
- II. Call to Order: 5:30 p.m.
- III. Announcement of recording devices: One
- IV. Scheduled Presentations/Joint Meetings
 - A. Tax Collector: The Tax Collector budget was reviewed. It was decided that Chair Sokol would speak to Sandy Daviau to discuss her future plans for FY 21.
 - B. Treasurer: Treasurer Beverly Cooper presented her FY 21 Budget.

Broadband Borrowing: The repayment of the State House Note borrowing was discussed. Ms. Cooper was asked to confirm the interest amounts for FY21 for the \$700,000.00 borrowed and to roll over the notes next month. The loan pay down will need to be discussed in the future.

Employee Direct Deposit: There was discussion about having Employees all have Direct Deposit rather than paper checks and have electronic pay stubs to save mailing costs. It was decided to discuss further.
 - C. Accountant: There was discussion about the proposal from the Accountant to move from a vendor to a shared employee with 2 other towns for 15 hours per week. Each town would be paying a portion of benefits based upon hours worked. There was discussion about the difficulty in finding qualified candidates in this area who are trained in municipal accounting.
 - D. Board of Selectmen: Members reviewed the Budget for the Administration. There was discussion about the amount of mileage that was paid out for each department. Increases in the IT and phone budget were explained and discussed. There was discussion about increasing wages by \$.075 per hour rather than 2.5 percent for the cost of living adjustment. It was decided to review the table that Administrative Assistant had created and discuss further.

Finance Committee Members Loretta Dionne, C. Selmi Hyytinen, Laurie Pike and Wayne Zavotka left the meeting at 7:03 p.m.

- V. Noteworthy Announcements: none
- VI. Correspondence/Citizen Comments as received: none
- VII. Municipal Light Plant Broadband Project Updates and Discussion: Nothing to Report

- VIII. Liaison Reports (DPW, Fire, Police, Town Hall): Tabled until a later date
- IX. Subcommittee Updates: Tabled until a later date
- X. Selectboard Business

New Business

1. FRCOG Council Rep: Vice-Chair Morse said that she could no longer assume the role as FRCOG Council Rep for Rowe.

MOTION TO APPOINT FRCOG REP: Following discussion, Chair Sokol made a motion to appoint Janice Boudreau as Franklin Regional Council of Governments Council Representative and Paul McLatchy III as Alternate Representative. The motion, seconded by Selectman Silva, was unanimously accepted. (3/0/0)

2. Election Workers Appointments- Town Clerk: Town Clerk requested appointments to serve as Election Workers.

MOTION TO APPOINT ELECTION WORKERS: Chair Sokol made a motion to appoint Marjorie Morse as Election Warden, Ashton Morse as Election Clerk and Deborah Lively as Election Teller. The motion, seconded by Selectman Silva, was accepted. (vote: 2/0/1 Vice-Chair Morse abstained from the vote)

B. Old Business

1. Continued discussion:

- a) Davis Mine - Davenport Roads Signage: Members discussed having DPW prepare a mud plan for roads with issues. Selectman Silva said there was a need for a more comprehensive plan that included long and short term goals and prioritize budgeting for roads. It was decided to obtain a GIS map from Franklin Regional Council of Governments to identify the weakest areas and write up short plans on sections. Selectman Silva wanted Superintendent to speak with other town highway depts. for information.

Signs for Road: Road closure signs were discussed and it was decided that there should be 2 signs at the bottom of Legate Road and Maxwell Road in Charlemont to read: "No Thru Traffic" and another "Road Closed at Rowe Border".

- b) Potential Town Administrator Position: There was discussion about the potential Town Administrator position and the Dept. of Revenue's Division of Local Services (DOR/DLS) administrative review. The idea of having a "point person" to take over more tasks that the Board of Selectmen are now handling, have more authority to filter issues and problem solve. There was discussion about having a position to act as a liaison to the board to take over contacts with boards and depts. It was decided to have Executive Secretary and Administrative Assistant review job descriptions and highlight tasks that are performed daily, weekly or occasionally to better understand demands of each office and review other towns' Administrator's job descriptions including smaller towns. It

was decided to give a more thorough reading of the DOR/DLS report and discuss the administrative needs further.

- c) Yankee Road: tabled until later date
- d) Beautification of the Broadband Hut: tabled until later date
- e) Facilities Inspector (variation on facilities manager): tabled until later date
- f) Community Center Committee: tabled until later date

C. Contracts:

1. FCSWMD Revised Contract with MA DEP: An updated Agreement was presented from Franklin County Solid Waste Management District Director Jan Ameen with MA DEP. It was noted that the agreement had been vetted by Town Counsel.

MOTION TO SIGN AGREEMENT: Chair Sokol made a motion to sign the 5-year Contract between Massachusetts Department of Environmental Protection, and the Contractor and a Dual Stream Designated Community [ROWE]. The motion, seconded by Vice-Chair Morse, was unanimously accepted. (vote: 3/0/0)

2. Vadar Contract: A Software Application Agreement with VADAR Systems, Inc. was presented following the receipt of the Compact Community Grant from the State.

MOTION TO SIGN AGREEMENT: Chair Sokol made a motion to sign the Software Application Agreement with VADAR Systems, Inc. for the amount of \$22,882.52 to be funded by the Compact Community Grant from the State. The motion, seconded by Selectman Silva, was unanimously accepted. (vote: 3/0/0)

V. Unforeseen Business (within preceding 48 hours)

VI. Adjournment: Seeing no further business, Chair Sokol made a motion to adjourn the Meeting at 8:22 p.m. The motion, seconded by Selectman Silva, was unanimously accepted. (vote: 3-0-0)

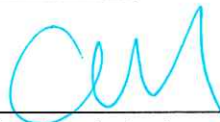
Respectfully Submitted,

Janice Boudreau, Executive Secretary

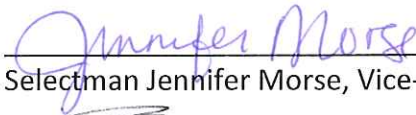
Approval Date:

2/13/2020

Approved:



Chuck Sokol, Chair



Selectman Jennifer Morse, Vice-Chair



Selectman Ed Silva

Documents: Documents:

- Agenda 02/06/20
- Budget: Tax Collector
- Budget: Accountant
- Budget: Treasurer
- Budget: Administrative Budget : Salaries, Detail
- Appointment Request Town Clerk
- MA DEP Contract – Ver. 2
- Vadar Systems, Inc. Contract
- Dirt Road Maintenance Plan – DPW
- DOR/DLS Administrative Review Town of Rowe

Mail:

- MA DEP re: Disaster Debris Management